

SELECTMEN'S MEETING
Town of Brownfield
July 13, 2010

SELECTMEN PRESENT: Carol Brooks, Erik Walker & Cynthia Willets

OTHERS PRESENT: Frank & Alvina Day, Richard Perreault, Cindy Walker & Representatives from F.R. Carroll and Pike Industries

Selectmen met at approximately 5:30 in workshop mode. At 6:15 P.M., the Selectmen opened the business portion of the meeting by opening the sealed paving project bids. After review by the Selectmen, the bids were read aloud to the audience. F.R. Carroll's bid came in at \$157,006.50 and Pike Industries bid came in at \$140,519. After discussion, the bid was award to Pike Industries by Erik making a motion to accept Pike's bid in the amount of \$140,519. Carol seconded and all were in favor.

Frank summarized the week's work by stating that from June 28th through July 9th, Jeff was on vacation, vehicle maintenance was performed, Safety Works made an inspection, Farnsworth Road had work done and roads that were going to be paved were readied. The grader was taken to Anderson Equipment for repair work. Steve Estes transported the grade there and work will be performed on it.

An inspection will be made of the sludge field at the Transfer Station since a report was received with recommendations made by the State. The cost of mowing needs to be included in next year's budget.

Chief Perreault spent three hours with Safety Works on an inspection at the Fire Department. Only small stuff needs to be worked on – overall came out good. Dickie was going to be meeting with Scott Parker, EMA Director for Oxford County, regarding the Hazmat Truck. Fire Department has been responding to approximately three to four calls a week.

Carol asked to have the Selectmen review the Town's Personnel Policy next week during their workshop. Once the Policy has been reviewed, employee evaluations will be scheduled. The Selectmen would like to meet with the Rec. Director next week, if possible, to review summer camp participants and staffing. Office hours for the second week in October were discussed since Wanda and Julie will be out of the office for the moose hunt. It was determined that Michelle will man the office from 8 – 4:30 pending any unforeseen emergencies.

Erik made a motion that was seconded by Carol to adjourn at 7:35 P.M. All were in favor.

Respectfully submitted,

Michelle L. Day
Clerical Assistant

SELECTMEN'S MEETING
Town of Brownfield
May 11, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Frank & Alvina Day, Nancy Grove and Richard Perreault

The workshop portion of the meeting opened at 5:15 P.M. with the business portion of the meeting opening at 6:15 P.M. Warrants were reviewed and approved.

Frank reported on week ending May 7th. The department had a late start on Monday but still managed to get in 7.5 hours. Some rocks that have been rising through the tar on Sam Brown Hill Road were removed, cold patching was done as needed, vehicle maintenance and paperwork was done on Monday. More vehicle maintenance was done on Tuesday before heading towards Walter Blake Road for ditch work. Grading was done on Wednesday and then the remainder of the workweek was spent on Walter Blake Road in preparation for paving. The Town is renting a chipper from Jeff Leach which has been extremely cost effective and handy. Frank has been ordering cold mix instead of the cold patch since it is cheaper and can be applied with the grader.

Nancy was in attendance to ask if Frank is able to put up another "Welcome to Brownfield" sign that was donated by the "This 'n That Club". This sign will be placed along Rte. 160 where Denmark comes into Brownfield. Frank will get to this as soon as possible.

Chief Perreault attended a seminar put on by the Maine State Fire Marshall's Office where they discussed chemical bombs that are made out of water bottles and are being found more often. It has been a fairly quiet week otherwise. Richard will be heading to South Paris on Sunday to keep current on his EMA Director training.

Next on the agenda was discussion of the Town's banking needs. An approximate \$11,800 payment for past interest when the line of credit was rolled into the fixed interest loan needs to be made. This was caused by an oversight on Key Bank's part and was not budgeted for by the Town during this fiscal year. Carol made a motion that was seconded by Eric to authorize Julie to make this payment and for the funds to come out of Selectmen's Overlay. All were in favor. After input from the Town's Treasurer and Town Administrator, Erik made a motion that was seconded by Carol to transfer all of the Town's financial needs including the loan from Key Bank to Bangor Savings Bank effective July 1, 2010. All were in favor. The nearing Bangor Savings Bank branch is located in Cornish, Maine. BSB offers scanning of checks to limit physical deposits having to be made, direct deposit for all employees and on-line banking. The interest rate on the loan will also be lower than what it was with Key Bank.

Pepsi Cola has a program in place where they have communities/organizations apply to them for a project that they could use help with. Applications are then reviewed and

SELECTMEN'S MEETING

May 11, 2010

Page 2

requests are rated by priority and/or merit. Tara Warren, Rec. Director, filled out the application requesting assistance with repairing and re-staining of the wooden playground behind the Town Office. The Brownfield Rec. Department was awarded one of Pepsi's "Volunteer Days" which will be taking place on Saturday, May 22nd from 9:30 – 12 Noon. Lunch will be provided by Pepsi. Anyone wishing to volunteer is welcome to attend.

The "Most Improved Homestead" is being brought back to life. Anyone interested in applying can pick up an application at the Town Office for a chance to win \$100. The deadline for applications to be returned to the Town Office for this year is June 15th. A notice will be placed on the board and under "Calendar of Events" or "Notices" in the Shopping Guide and Bridgton News.

There will be a Local Public Hearing at the Denmark School on Thursday, May 13th at 7:00 P.M. to review the MSAD #72 school budget. The District Public Hearing will be held on Thursday, May 20th at 7:00 P.M. at MOMS. The official voting on the school budget and referendum question will be held at the Brownfield Town Office on Tuesday, May 25th from 2-8 P.M.

Selectmen will meet next Tuesday at 5:00 P.M. to start on the LD1 worksheets. The Selectmen reviewed more information supplied regarding a property line dispute on Mountain View Avenue. After reviewing all paperwork, the Selectmen will authorize the CEO to recommend an outside source such as a surveyor be hired by the parties involved in order to verify boundary lines. This is a civil matter at this point that will have to be handled by the parties. They can either acquire a survey or come to an amicable agreement regarding their property lines since a determination is not able to be made by the Selectmen and/or the CEO.

A motion was made and seconded to adjourn at 8:15 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S MEETING
Town of Brownfield
May 25, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Frank & Alvina Day, Michelle Day and Richard Perreault

The Selectmen opened their workshop portion of the meeting at 5:00 P.M. Upon completing paperwork, the business portion of the meeting opened at 6:12 P.M.

Frank Day reported on week ending May 21st. Monday was spent cutting brush on Old County Road and performing ditch work on Walter Blake Road. Half of Tuesday was spent cutting brush on Old County Road before the crew moved up to Hi Vista Road where they spent the rest of the week cutting brush and performing ditch work in preparation for paving. Frank also graded Dugway Road, Burnt Meadow Road and Thurston Road on Wednesday. Frank met with an MMA Insurance Rep. on Thursday to update records. Ernie is on vacation this week and Frank will be taking some vacation time over the summer. Frank met with Michelle Delucia on Center Conway Road and found out that the water runoff problem is not something new. The State will be doing ditch work and replacing culverts as they prepare for paving and hopefully this will help with some of her problem. A thank you to Erik and those that have helped him to take care of the outlying cemeteries to keep them looking respectful. American flags have been put up in time for Memorial Day Weekend.

Chief Perreault reported that the Department had a couple of runs. One was a call of a phone line down on Pig Street. They were able to tack the wire up on the garage until Fairpoint can repair it. The other call was a serious motorcycle accident on Saturday on Spring Street. Dickie thanked Frank for allowing Ernie to come unlock the Fire Station building and escort the MMA Rep. while he did an insurance inspection.

Dave Kinsman was in attendance to give an update on the Mountain Division Trail Alliance. This trail system will eventually extend from Portland all the way to Fryeburg running alongside the railroad tracks. This trail offers a safe area for walkers, joggers, bicyclists, horseback riders and, in the winter time, snowmobiling and cross country skiing. In 1994, Guilford Transportation abandoned 45 miles of tracks between Windham and Fryeburg. In 1997, a portion of these tracks was purchased. Nine communities along the way are now connected via this system. Seven miles of trail has been developed and paved and is experiencing tremendous use. These trails are for "non-motorized" traffic except for snowmobiles in the winter in Maine. This land is DOT property so no easements are required. The railroad tracks are being kept for possible re-opening of train travel. Recently, another five miles of track was purchased between Windham and Westbrook. Work is expected to start on the section of track at the Maine/NH state line and continue into Fryeburg. The next section would be to Porter Road and then to the Fryeburg Airport. This work was stalled due to some wetland issues in the vicinity that should be cleared up in the near future. The money for this work comes from federal highway road funds. The Selectmen are being asked to again sign a letter of support/updated application stating that Brownfield is indeed still

SELECTMEN'S MEETING

May 25, 2010

Page 2

interested in continuing this trail system once more funds become available. The joint application signed in 2006 between Fryeburg and Brownfield received unprecedented support.

Next on the agenda was the opening of the mowing bids. Four were received ranging from \$6,000 to \$11,250. After reviewing that each bid was complete, the Selectmen decided to remove the highest and lowest bid and then chose the lower of the two remaining bids. Carol made a motion that was seconded by Erik to award the mowing contract from July 1, 2010 through June 30, 2013 to Dale Verrill of Brownfield in the amount of \$7,950 for the three years. The motion passed two in favor -- one abstaining.

Cindy made a motion that was seconded by Erik to move forward with the refinancing of the Town's loan to be completed by June 29th of this year. All were in favor. The Selectmen signed the appropriate paperwork authorizing this refinancing and also authorized the Treasurer to move all banking business to Bangor Savings Bank. These changes were deemed in the best interests of the Town.

Since the bid process for the tax acquired property on Riverbend Road was not successful and after reviewing the estimates given by several local realtors, Erik made a motion that was seconded by Carol to offer the listing of this property to Nubi Duncan of Badger Realty. All were in favor.

For the summer, the Selectmen discussed going to an every-other-Tuesday Selectmen's Meeting during the summer. Cindy made a motion that was seconded by Erik to have the Selectmen meet on the following dates. All were in favor. On the weeks that there is no meeting, the Selectmen will come in at their convenience to sign paperwork.

**June 1st, June 15th, June 29th, July 13th, July 27th, August 10th,
August 24th and September 7th**

The property previously owned by the Carpenters on Hampshire Road has been sold and appears to be in the process of being cleaned up. The two properties on Pequawket Trail that were foreclosed on are being offered back to the previous owners. Carol made a motion that was seconded by Erik to deed the properties back for the amount of back taxes plus the estimated amount of 2010-2011 taxes. All were in favor.

Erik made a motion that was seconded by Carol to adjourn at 7:25 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S WORKSHOP MEETING
Town of Brownfield
June 8, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Scott Lovejoy (Lovejoy & Wadsworth Insurance Agency)

The Selectmen called the workshop meeting to order at 5:05 P.M. to meet with Scott Lovejoy to review the insurance quote provided regarding the Town's property & casualty coverage. The Town currently has all of its insurance coverage with MMA. After the meeting ended and Mr. Lovejoy left, the Selectmen reviewed the additional information provided. Erik made a motion that was seconded by Carol to accept the bid supplied by Lovejoy & Wadsworth Insurance Agency in the amount of \$16,300 for the fiscal year July 1, 2010 through June 30, 2011. All were in favor. Mr. Lovejoy will also be asked to give a bid on the Town's worker's compensation insurance when it is up for renewal at year-end.

The Selectmen next discussed a land use violation on Mountain View Avenue. Carol made a motion that was seconded by Erik to have the CEO work with the property owner to get the violation corrected. The Selectmen have authorized the CEO to expend up to \$750 in order to get a pole and power run to the home in order to have the old building removed. The property owner must agree to a re-payment plan with the Town to cover this expenditure.

Warrants were reviewed and approved. Following this, a motion was made and seconded to adjourn at 6:30 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S WORKSHOP MEETING
Town of Brownfield
June 1, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Since the Town Office was closed today due to the Monday Memorial Day Holiday, no official minutes were taken during this workshop meeting.

The Selectmen reviewed payroll and accounts payable warrants and then discussed the upcoming Town Meeting and the warrant articles.

SELECTMEN'S MEETING
Town of Brownfield
June 15, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Jim Ireland, Richard Perreault & Linda Pestilli

The workshop portion of the meeting started at approximately 5:20 P.M. Warrants were reviewed and approved. The business portion of the meeting opened at 6:00 P.M.

Since Frank was not in attendance, Chief Perreault reported that the Fire Department has had a busy couple of weeks. After brush had been burned at the Transfer Station, several concerned residents called to report smoke in that vicinity. The Fire Department also received several calls over Memorial Day Weekend where residents reported smelling smoke – the cause of this was the forest fires that were burning in Canada and the wind was driving the smoke into Maine. Effective in January of 2013, the old analog pagers will no longer work and will have to be replaced with new ones. The Fire Department currently has 16 pagers. The cost of these pagers can range from \$300 to \$400 depending on the amount purchased at once. There is talk that this change might take place sooner, but nothing has been confirmed. Chief Perreault hoped to replace several at a time or buy with other departments to get the reduced price.

The Selectmen signed paperwork with Bangor Savings Bank to replace the loan that had originally been with Key Bank.

Applications for the "Ethel Johnson Most Improved Homestead Award" were reviewed. Erik made a motion that was seconded by Carol to award the \$100 to Pauline Ames for work she and her family have done on their home at 271 Denmark Road. All were in favor. Julie will notify the contestants of the results.

Jim reported that everything was fine at the Transfer Station. The Oxford County Recycling truck is currently broken down and repairs are being made. Jim will check into the pressurized release caps that can be purchased and placed on the one and two pound propane tanks to release any trapped gas thereby allowing the metal to be scrapped.

Cindy made a motion that was seconded by Erik to go into Executive Session at 6:20 P.M. per 1 M.R.S.A. § (405)6A to review a personnel issue. All were in favor. Erik made a motion that was seconded by Carol to return from Executive Session at 6:45 P.M. All were in favor. Jim will meet with Julie in the morning to write a memo to the file. The Selectmen reviewed an application that was on file for a resident interested in being a part-time, on-call Transfer Station Attendant. They informed Jim that they would support whatever decision he made and agreed that a couple of days of training would be appropriate should he bring this person on board.

SELECTMEN'S MEETING

June 15, 2010

Page 2

Julie was approached by Glenn Dyer who expressed his interest in representing the Town of Brownfield on the Fryeburg Airport Authority Board. Since there is a vacancy, Erik made a motion that was seconded by Cindy to approve Glenn's request. All were in favor.

The Selectmen will look at several versions of Employee Evaluation Forms in preparation for setting up employee reviews. The Selectmen will meet with the PW Director, TS Manager, Town Administrator, Clerical Assistant, Rec. Director and CEO. The remaining employees will get a review by their direct supervisor. The most recent edition of the Personnel Policy was reviewed by the Town's Attorney and revised as deemed appropriate to reflect current law.

Erik made a motion that was seconded by Cindy to adjourn at 7:00 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator

SELECTMEN'S MEETING
Town of Brownfield
June 29, 2010

Selectmen Present: Carol Brooks, Erik Walker and Cindy Willets

Others Present: Frank & Alvina Day, Michelle Day, Richard Perreault & Linda Pestilli

The workshop portion of the meeting started at approximately 5:40 P.M. Warrants were reviewed and approved. The business portion of the meeting opened at 6:25 P.M.

Frank reported that he was on vacation two weeks ago and that Ernie and Jeff spent most of that week working on Old County Road in preparation for paving. They moved to Farnsworth Road on Thursday of that week. Road work was done on Farnsworth Road on Monday and the wooden playground bridge was repaired. Frank prepared bid packages for paving and bids are due back in on July 13th. Tuesday, Wednesday and Thursday were again spent on Old County Road ditching. The grader is having issues which started back in the fall. Time was spent trying to diagnose the problem and on-site repair work will be done.

Pike Industries will return to repair a couple of potholes that have appeared on the section of Sam Brown Hill Road that they paved last year. FR Carroll, Pike Industries and Dayton Sand & Gravel were sent bid packages and Dayton Sand & Gravel have already said they will not put in a bid this year but would like to stay on the list. A question was asked, that Frank has already looked into, regarding the cutting back of brush by the Twin Bridges. Once he determines who owns the property, he will approach them about visibility in this area.

Chief Perreault reported a motorcycle accident with a fatality on Saturday, June 19th on the flats on Rtes. 5 & 113 near the Transfer Station. Two motorcyclists collided with the operator of one being pronounced dead at the scene and the other being airlifted to a hospital. Those directing traffic in Hiram did a great job re-routing traffic through the Bull Ring Road into Denmark and, for those traveling into Brownfield, re-routing traffic through on the Notch Road or Caroline Drive. Last week was fairly quiet while Dickie was out of town at a Fire Department Expo in Springfield, Massachusetts. The Fire Department was called out earlier today for a single vehicle rollover at the intersection of Phen Hill Road and Porter Road. Driver speed and non-familiarity with the roads were contributing factors. The driver, who was not injured, had just arrived in town yesterday from South Dakota. The narrow banding of all radios will not take place until January of 2013 as Dickie had originally heard. This will allow time to start upgrading the existing radios while spreading out the cost over several years. Testing of hoses continues and takes place on the pavement at the PW garage location on Spring Street. Dickie also mentioned that two of his Brownfield customers died this past week – Rodney Eastman and Elaine Minigell.

SELECTMEN'S MEETING

June 29, 2010

Page 2

As the Town moves most of its banking business from Key Bank to Bangor Savings Bank, employees can now have their payroll checks direct deposited. Information has been handed out to all regular employees. Department heads will need to have all payroll information in to Julie by Friday of each week. Electronic banking is becoming more common and training is ongoing with the office staff in managing accounts, transferring funds and paying bills through ACH. The Selectmen will plan on getting together with BSB Representatives in about six months to see how everything is going.

Carol made a motion that was seconded by Erik to re-appoint the following people to the following positions for the next fiscal year. All were in favor.

Code Enforcement Officer	-	Steve Sanborn
Plumbing Inspector	-	Steve Sanborn
Fire Chief	-	Richard Perreault
Fire Warden	-	Richard Perreault
Animal Control Officer	-	Paul Kidhardt
Health Officer	-	Patricia Wallstrom

Linda Pestilli asked about the position of Registrar and if that was up for appointment. She was informed that the appointment of a Registrar is valid for two years and is appointed effective January 1st of each odd year. Michelle Day currently holds this position.

Julie shared with the Selectmen a copy of a letter she wrote to the Fryeburg Town Manager requesting a Fryeburg Police Officer be on duty at the boat landing in Brownfield. This letter came about because of a conversation with Chief Weymouth stating that the Saco River Recreation Council has funding available and there is manpower available through the Fryeburg Police Department to cover this location on the Saco River. To date, this was the only takeout area on the river that did not have a regular law enforcement presence. Maine State Police and the Oxford County Sheriff's Department do not have enough manpower except in an emergency. Having law enforcement personnel at this boat landing on a regular basis should aid in safer and more efficient unloading of canoes, belongings and passengers and be a deterrent to unruly behavior and drivers operating vehicles under the influence. There would be no cost to Brownfield taxpayers should this request be granted.

Regarding a land use violation on Mountain View Avenue, the Selectmen have agreed to have the CEO proceed with the offer of Town assistance to take care of this violation. Erik made a motion that was seconded by Carol to approve up to \$1,700 to be spent to bring electrical issues up to code and that the property owner would then remove the building in question. All were in favor. Linda Pestilli asked if more details could be shared but the Selectmen denied this request.

SELECTMEN'S MEETING

June 29, 2010

Page 3

Since no Swimming Instructor has applied this year, Carol mentioned that her daughter Lois would be interested. However, she is not certified and would not be able to sign the Red Cross cards that are given to the swimmers at the end of lessons. Tara has run the ads for two more weeks in the Shopping Guide and Bridgton News and will see if she gets any response. Fryeburg still does not appear to be offering lessons but has not been able to assist Brownfield.

Blank Employee Evaluation Forms were given to the Selectmen for their review. As a correction to a comment made at Town Meeting, the Town employees have received a yearly cost of living adjustment up until last year when a freeze was implemented.

In moving forward to fiscal year 2010-2011, a new Chairperson needs to be nominated and appointed. Erik made a motion to nominate Cindy Willets to remain as Chair for the upcoming year. He felt that things have been and are continuing to run smoothly and, nothing against Carol personally, why make any change. Carol agreed and stated she would be more comfortable getting another year under her belt before acting as Chair. Cindy agreed with the nomination but made a motion to share the Selectmen's Salary equally between all three since she feels they all share the workload. Carol seconded Cindy's motion. This motion passed with two votes in favor and one abstained. All were in favor of Cindy being Chair for the upcoming 2010-2011 year and she was congratulated on a job well done. Even in these challenging times, the Selectmen and Town employees have worked well together to do what is best for the Town of Brownfield.

Erik made a motion that was seconded by Carol to adjourn at 7:45 P.M. All were in favor.

Respectfully submitted,

Julie A. Watkins
Town Administrator